

How to Grant Secure User Access in DOE Online

- 1) Locate the “Account Request Administration” menu, which is located under “Administration” and “User Security” in the Left Menu.

The screenshot displays the DOE Online website. At the top, there is a blue header with the text "DOE Online" and links for "Home" and "Logout". Below the header, a message states: "You have entered an official State of Indiana website designed to deliver information to authorized users. If you are not an authorized user, please EXIT immediately. Use of this site is regulated by 34 CFR Part 99 and Indiana state law (I.C. 5-14-3 et seq). Any other use is prohibited." The main navigation menu is located on the left side of the page. It consists of a list of items, each with a right-pointing arrow. The "Administration" item is highlighted in grey. To its right, a sub-menu is displayed, containing the following items: "MasterFile", "User Security", "Site Administration", "Site Navigation", "Testing", and "DOE-NP Report". The "User Security" item is also highlighted in grey, and a red rectangular box is drawn around the "Account Request Administration" link, which is positioned to the right of the "User Security" item. Below the "Account Request Administration" link, there is a "Change Password" link.

Menu Item	Sub-Menu Item
Search Engine	
Job Bank	
HB1193 Offense Collect	
Events	
CID	
Finance	
Accreditation	
Administration	MasterFile
Learning Technologies	User Security
Assessment	Site Administration
Learning Connection	Site Navigation
Learning Resources	Testing
Legal Search	DOE-NP Report
Core 40	
Student Services	
Media Contacts	
ISTEP+ Workshop	
School Traffic Safety	
NSLP Admin	

- 2) This will open the “User Account Request Administration” function. Select a user group, such as “Assessment Test Coordinator”, from the Drop Down Menu, which will filter the request list. Select the “Search” button.

Corp School	Name	Email	Phone	Possible UserName	Group requested
1125 0000	Showalter, Lis	showaltl@clay.k12.in.us	812-446-4120		
3785 0000	Sanelli, Sharon	ssanelli@kv.k12.in.us	219-987-4711 (785)		Assessment Test Coordinator

The resulting list will show any user requests for a login for the specific chosen user group in this case “Assessment Test Coordinator”.

- 3) For any request, select the “Show Matches” link at the far right of the request row in the report:

Phone	Possible UserName	Group requested	Reason	Actions
2-279-40	C160	Assessment Test Coordinator	New principal	Show Matches Deny
0-622-51		Assessment Test Coordinator	obtaining DOE Online Username/Password	Show Matches Deny
7-889-60	hcrawford	Assessment Test Coordinator		Show Matches Deny
05893131		Assessment Test Coordinator	Attempting to obtain a DOE Online Username and	Show Matches Deny

This will search the security database for any existing users with a matching email address. This allows you to add existing DOE Online authorized users to a new security group, without issuing a new userid.

- 4) If the selected requester already has a DOE Online userid, the system will display the message “Definite Matches based ONLY on Email address”: at the bottom of the screen, along with the userid and security groups to which this requester belongs. You may select the “Merge” link for this user and the new security access will be added to their existing account. The users password will NOT change.

12345				
Email	User Name	Description	GroupList	Actions
s.k12.in.us	hcrawford	Core 40 Test Coordinator	Core 40 Test Coordinator LM User Assessment Test Coordinator	Merge
s.k12.in.us	HelCraw353		Core 40 CA User LM User	Merge
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- 5a) The requester will receive an email confirming the change has taken place:

Your account for DOE Online has been modified.

User ID: IDOELane

Password: Was not changed

*NOTE: THE "User ID" AND "Password" ARE CASE SENSITIVE.
You will be able to change your password upon logging in.*

Login URL: <https://dc.doe.state.in.us/DOEOnline/Login.aspx>

This account belongs to the following groups:

- DOE user with group XX permissions

- 5) If the selected requester does NOT have a DOE Online userid, the system will display the message “No Matched Found.”. You may select the “Create a new account” button in the lower left of the screen. A new userid and password will be created for this requester, for the requested security user group.

12345	
Possible Matches based on First, Last, Corp, and School: No matches found.	
Create a new account	
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6a) The requester will receive an email confirming the change has taken place:

You have been given a new account for DOE Online.

User ID: dscribe
*Password: 5QV2T*e#*

NOTE: THE "User ID" AND "Password" ARE CASE SENSITIVE.
You will be able to change your password upon logging in.

Login URL: <https://dc.doe.state.in.us/DOEOnline/Login.aspx>

This account belongs to the following groups:
- DOE user with group XX permissions

6) If you DO NOT wish to grant access to a requester, you may select the “Deny” link for that request:



Corp	Scho	Name,	Title	Email	Phone	Assessment Test Coordinator	Password	Show Matches	Deny
							To update Test		
							Coordinators (ISTEP+ End.		

The requester will receive an email confirming that the request was denied.

Once a request has been granted, merged or denied, it will be removed from the list.